

**This positions is being advertised under both Delegated Examining and Merit Staffing Procedures.**

**TITLE, SERIES, GRADE:** Paralegal Specialist, GS-0950-09

**SALARY RANGE:** \$40,454.00 to \$52,591.00 Annually (includes locality)

**TYPE OF APPOINTMENT:** Permanent Appointment

**PROMOTION POTENTIAL:** None

**VACANCY ANNOUNCEMENT NUMBER:** 04-NH-04

**OPENING DATE:** 07/02/2004

**CLOSING DATE:** 07/17/2004

**DUTY LOCATION(S):** United States Attorney's Office, Concord, New Hampshire

**NUMBER OF VACANCIES:** One (1) Vacancy

**CONTACT:** Name: Carol D. Valley, Human Resources Specialist

Phone #: (603) 225-1562 X244

TDD #: (603) 226-7721

**Send your application package to:** U.S. Attorney's Office, 55 Pleasant Street, Concord, New Hampshire 03301 Attention: Carol D. Valley, HRS

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems will not be considered.

**WHO MAY APPLY:** Any U.S. Citizen, including well-qualified surplus and displaced Federal employees in the local commuting area.

**DUTIES:** Provides a wide range of legal support to one or more Assistant United States Attorneys involved in criminal and grand jury investigations for federally cognizable cases. Legal support services are associated with functions as impact analysis of legislative, administrative and judicial decision, opinions, determinations, and rulings on cases relevant to the District and similar legal support functions which require discretion and independent judgement in the application of a specialized knowledge of laws, precedent decisions, regulations, policies and practices of the United States Attorney's Office and judicial or administrative proceedings. Legal knowledge required is less than that represented by graduation from a recognized law school. .

## **GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

**1. QUALIFICATION REQUIREMENTS** - All applicants must have U.S. Citizenship. Candidates must meet education or specialized experience requirements of the OPM Qualifications Standards Handbook which are summarized below. Candidates must have at least 52 weeks of specialized experience equivalent to the GS-7 level. Specialized experience is work in or related to the duties of the position to be filled, which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of this position. Applicants must meet all requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position. It is the responsibility of the applicant to sufficiently describe experience which makes it clear that the qualifications and requirements for this position are met.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

## **2. EVALUATION METHOD -**

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

### **Knowledge, Skills and Abilities (KSAs):**

- A) Ability to conduct legal research.
- B) Knowledge of legal documents.
- C) Ability to communicate orally and in writing.
- D) Knowledge of the litigation system to include court rules, processes, and procedures.
- E) Ability to apply and interpret laws, rules and regulations.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

## **3. HOW TO APPLY -**

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages. Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

**4. ICTAP AND/OR CTAP CANDIDATES** - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

**5. VETERANS' PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

## **6. AGENCY REQUIREMENTS AND INFORMATION -**

If the position is advertised at more than one grade, indicate the grade level(s) for which they are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period may be required.

**7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT** - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.